

# **GREEN RIDGE RECREATION CENTER**

## **2010 PLAYSCHOOL MANUAL**



**7415 Wood Haven Rd  
Roanoke VA 24019  
Phone (540) 777-6300**

**[WWW.RoanokeCountyParks.com](http://WWW.RoanokeCountyParks.com)**

## WELCOME

The Green Ridge Recreation Center Playschool staff would like to welcome you and your child into our program. Our staff is excited about working with you this school year. Your questions and concerns are important to us and we are always available to you.

## PLAYSCHOOL PROGRAM DESCRIPTION

### I. PURPOSE & PHILOSOPHY:

The Roanoke County Parks, Recreation & Tourism's recreation-based Playschool program is designed to provide exciting group experiences for children ages 3 to 5 years of age. Children will learn through play during recreation and classroom-based activities. Our comprehensive playschool curriculum focuses on the development of your child's social skills, kindergarten-readiness and fine/gross motor skills. Our Playschool offers children the opportunity to develop their skills in a constructive, fun and educational environment. Children will be provided with the opportunity to explore, examine and discover numbers, letters, colors, music, movement, cooking, arts and crafts and their physical world. Playschool students will also have the opportunity to use all the amenities of Green Ridge to enhance their "hands-on" learning!

### II. CURRICULUM:

Play is a child's primary vehicle to learning. Young children respond well to small group and individual activities. Our play-oriented activities offer choices and freedom of expression. Letters, numbers, colors, and shapes are incorporated with daily creative art, music, and movement. Our teacher to child ratios allow for individual attention and affection.

The 3-5 year-olds' programs will follow a specific curriculum to include:

- ❖ Theme-based projects and Centers
- ❖ Letter sounds/awareness
- ❖ Introduction to concepts such as rhymes and opposites.
- ❖ Number sense/number concept
- ❖ Sorting and Patterning
- ❖ Gross and fine motor development
- ❖ Written and oral language development
- ❖ Social skills
- ❖ Calendar skills

### III. ADMINISTRATION

The Green Ridge Program Supervisor, Mandi Smith, and the Playschool Program Director, Tammy Tejada, are both located on site at Green Ridge Recreation Center. The Playschool Lead Teacher is responsible for supervising Playschool as well as Activity Leaders at the Green Ridge Recreation Center. The Playschool Lead Teacher is directly supervised by the Playschool Program Director.

### IV. STAFF QUALIFICATIONS

All staff members are hired based on a combination of education and/or childcare-related experience. Each employee has his or her references validated, undergoes a criminal background check, and receives a Tuberculin Skin Test prior to working directly with your children.

Staff members then regularly attend various training to continually build upon best practices when working with children, as well as maintain CPR/First Aid/AED certification for Infant, Child & Adult.

It is our staff's responsibility to supervise children while implementing age-appropriate activities that promote physical activity, mental development, socialization and most of all-having fun!

### V. ADMISSION AND REGISTRATION

Playschool is designed especially for children ages 3-5 years of age that are fully potty trained. The daily schedule includes time for crafts, cooking, indoor and outdoor play, swimming, and individual or small group activities. Playschool meets Monday-Friday from 9am-noon and is a licensed program with Virginia Department of Social Services. Program space is limited to 20 per day. Children must be registered with a completed registration form, a copy of their "Commonwealth of Virginia School Entrance Health Form," the non-refundable deposit of \$50. A separate registration form is required for each child. Because Playschool is a balanced mixed-age group there will be 1/3 enrollment age 3, 1/3 enrollment age 4, and 1/3 enrollment age 5. Waitlists will be followed when enrollment reaches maximum in each age level. Also, proof of identity is required for all children enrolled. **Incomplete registration will not be accepted.**

## VI. ATTENDANCE

Playschool staff are responsible for all children from the time they are dropped off until they are picked up. If your child will not be attending Playschool on a particular day, it is **imperative** that Green Ridge Recreation Center be notified by voice mail at **777-6300** before 9:00am, so that the information can be passed on to Playschool staff.

## VII. PARTICIPANT QUALIFYING SKILLS:

Children enrolled in Roanoke County Parks, Recreation & Tourism Department's Playschool programs must be of minimum age by date of enrollment. The Department aims to provide the best overall playschool program possible. We require that your child meet, or perform with minimal assistance, each of the following behaviors:

- Be between the ages of 3 and 5 years old as of January 1, 2010
- Be able to actively participate in a 3-hour program without the assistance of a parent
- Be able to follow and accept directions and structure, as necessary
- Be able to take turns and share in a cooperative manner
- Be able to respect others and their property
- Be able to toilet independently

Three instances of non-compliance of qualifying skills may be grounds for removal from the program.

## VIII. DISABILITIES / SPECIAL NEEDS

Roanoke County Parks, Recreation & Tourism does not discriminate against persons with disabilities or special needs. In accordance with the Americans with Disabilities Act, Green Ridge Recreation Center does not exclude on the basis of ability. Please let us know if your child needs a reasonable adaptation or accommodation to fully participate in the Playschool program. It is our goal to help each child succeed in all GRRC recreation programming. The Therapeutic Recreation Services staff will provide Playschool staff with any training and guidance necessary to help a child with special needs to have a positive experience in Playschool.

# REGISTRATION

## I. PROCEDURES AND PAYMENT

A non-refundable deposit of \$50 per child is due at registration. An administration fee of \$10 per child will be charged each time a child withdraws and re-registers during the same school year. In addition to the deposit and registration fee; a non-refundable weekly balance of \$48 for Monday Wednesday Friday enrollment per week per child, \$32 for Tuesday Thursday enrollment per week per child, or \$70 for Monday-Friday enrollment per week per child is all due one week prior to the start of each week a child is enrolled (see payment schedule on registration form). All payments are due by 4pm Thursday prior to the week the child is enrolled. If Thursday is a holiday, payment will be due Wednesday by 4pm prior to the week the child is enrolled. Weekly fees will be adjusted for weeks containing Thanksgiving and Christmas. Early drop-off at 7:30am is available for \$5/child/day. If payment is not made, the child is subject to withdrawal from the program and a reinstatement fee of \$10 per occurrence per school year. Fees for Playschool are not pro-rated on a daily basis. Fees include a daily snack and all preschool activities. Checks & money orders, made payable to: Treasurer of Roanoke County, are accepted for payment. Payments must be mailed or brought to the Green Ridge Recreation Center at 7415 Wood Haven Rd., Roanoke, VA 24019. **Please keep receipts for tax records**. The federal tax identification number and a statement of all fees paid for Playschool will be mailed to all parents by January 31, 2011.

## PLAYSCHOOL INFORMATION & POLICIES

### I. STUDENT ARRIVAL and DISMISSAL

Students will be dropped off and picked up *in the building* each day. Parents must sign in and sign out their child daily. Children will be dropped off from the hallway entrance into Multi-Purpose Room C (not the street entrance).

Children may be picked up only by parents and those persons listed for pick-up on the registration form. Persons other than parents picking up children must be at least 16 years of age. A photo ID may be required by Playschool staff at any time for anyone picking up a child. Changes to the pick-up list must be made, in writing, to the Green Ridge Recreation Center Administration Office, at least 24 hours in advance. All children must be picked up inside the center, signed out at the time they are picked up and escorted from the center by the person picking them up.

Playschool ends at noon. Two Playschool staff will remain at the center until all children are picked up by a parent to other person on the pick-up list. If your child has not been picked up by 1pm, Child Protective Services will be contacted to provide care for your child.

Each family is allowed one 15-minute "free" late pick-up during 2010 Playschool. After this one "free" late pick-up has been used, parents will be charged \$5.00 per 5 minutes per child for each 5 minutes that they are late. After 3 instances of late pick up (including first "free" one), parents will be asked to make other arrangements for their child for the remaining weeks they are enrolled.

## **II. MISSING CHILDREN**

**Playschool staff maintains sight and/or sound supervision of all children at Playschool at all times.** If at any time a child who arrived at Playschool cannot be accounted for, one Playschool staff will make a speedy search of the building and grounds. Should the child not be found within 10 minutes, staff will call 911, the parents and the Green Ridge Programs Supervisor immediately. All incidences of missing children involving authorities will be reported to Child Protective Services and Virginia Department of Social Services within two working days.

## **III. EMERGENCIES/EMERGENCY CLOSINGS**

In the event of a natural or other emergency, parents will be contacted by Playschool staff or Green Ridge Program administrative staff immediately. In the event that Playschool should have to close for any emergency, staff will contact parents or person's on your child's pick-up list. At least two staff will remain at Playschool until all children have been picked up.

## **IV. INCLEMENT WEATHER POLICY**

We follow Green Ridge Recreation Center closure policies. If Green Ridge Recreation Center closes, Playschool will be closed. Days missed due to inclement weather are neither made up nor credited.

## **V. HOLIDAYS**

We understand that there are many working families that use our programs. For that reason, Playschool will operate every day Monday-Friday except for Thanksgiving and Christmas.

## **VI. CUSTODIAL VISITATION**

Custodial parents have a right to be admitted to our program at anytime while in operation as required by As63.2-1813 of the Code of Virginia. Such right of admission shall apply only while the child is in the child day program.

## **VII. CLOTHING & PERSONAL ITEMS**

Our children stay very busy and sometimes their creativity gets messy! Please make sure your child is dressed in comfortable, easy to care for clothing that is appropriate for the weather. To keep the children's feet safe, we recommend closed toe shoes (i.e. sneakers/tennis shoes) each day; sandals are not recommended. Please label all belongings brought to school. Lost items will be kept in the classroom for only a short time. Please do not bring toys from home. Playschool staff is not responsible for lost or stolen personal belongings.

Please put sunscreen on your child before coming to school as the children do go outside in our courtyard if weather allows.

Each child should bring a book bag labeled with his/her name. **Please keep a change of clothes in the book bag for emergencies.** Your child will be issued one communication folder to be brought to and from school each day. This should be carried in the book bag as well. Please do not store medications (over the counter and/or prescribed), topical products (such as sunscreen), and food in bags.

## **VIII. SNACKS**

Snacks will be provided each day by the Center. Please advise us of any food allergies your child may have on the registration form.

Nutritious snacks including milk, juice, fruit and cereal are provided once daily (menu is subject to change). Snacks include, but are not limited to: yogurt, pop-tarts, muffins, fresh fruit, fruit cups, cereal or cereal bars. All snacks are served with milk and/or juice. Parents may send snacks with their child(ren) if they prefer that their child have something other than what is provided. Due to the serious nature of food allergies, children are not permitted to share food brought from home. Parents are encouraged to follow the USDA guidelines when sending a snack from home:

Select 2 of 4:

Milk

Juice

Meat or Meat Alternate (includes peanut butter)

Bread or Bread Alternate (includes dry cereal, roll, biscuit, muffin, pasta)

## **IX. CLASS PARTIES**

We love to celebrate birthdays and holidays. Simple snacks or treats are welcome. For the safety of all children, we request that all treats sent to school to share be store-bought. Please be sure the label includes an ingredients list.

## **X. HEALTH**

The playschool teachers are trained through State licensing to administer medication during the school day. If your child will require medication, please inform the teachers and complete the appropriate paperwork. Our complete medication administration plan is available for your review on the parent board outside the classroom.

Playschool staff will do their best to maintain a healthy environment. Parents can contribute to this effort by keeping sick children home. Teachers should be notified of an absence lasting three days or longer. Children should not come to school if he/she has any of the following:

1. Fever (must be fever free for 24 hours before returning to school)
2. Pink eye
3. Unidentifiable rash
4. Diarrhea (must be diarrhea free for 24 hours before returning to school)
5. Vomiting (must be vomit free for 24 hours before returning to school)
6. Severe cold (nose discharge must be clear; if green discharge, child goes home)
7. Head lice
8. Any contagious disease

If your child is on medication (i.e. ibuprofen) to treat any of the above symptoms he/she may not come to class.

All allergies or medical conditions that may limit activities should be brought to the attention of the staff. If your child becomes ill while attending playschool, parents will be notified to arrange for pick-up as soon as possible.

**Parents are required to notify the Center within 24 hours if the student or a member of the family develops a reportable communicable disease; immediately if a life threatening disease.**

#### **XI. SUNSCREEN AND/OR INSECT REPELLANT**

We do not provide insect repellant or sunscreen. It is very important for children to wear sunscreen when participating in outdoor activities. Please apply sunscreen on your child at home before attending programs. If you send your own bottle of sunscreen or insect repellant for staff to administer, please fill out a Written Medication Authorization Form. Manufacturer's instruction for age, duration and dosage will be followed unless otherwise directed. A physician's signature is not required unless it is a prescribed medicated product. Please label the bottle with your child's name, ensure it is not expired (expired products will not be used), and check it in with a staff member.

#### **XII. BEHAVIOR**

The Playschool Program supports a positive, authoritative approach to guiding behavior. Using age-appropriate limits and choices, children are encouraged to take responsibility for their role in the classroom community. Staff communicates with parents regularly, discussing their child's successes in the program. Staff also keeps parents informed, both verbally and in writing, of how their child's needs are being met in Playschool.

In the event disciplinary action is necessary in addressing a child's behavior, staff will communicate with parents regarding the behavior issue and work with parents to help resolve the situation. The disciplinary process may include time out, taking away privileges (such as participation in a special program or activity), parent conference and possible suspension, or under serious circumstances, removal from the Playschool Program. NO corporal punishment of any kinds will be used in the Playschool Program.

Although Playschool strives to meet the needs of each individual child, the aforementioned program may not be appropriate for some children. Behavior detrimental to other children is grounds for immediate dismissal (this includes, but is not limited to hitting or biting). If a parent feels that the Playschool Program is unable to meet their child's needs, Playschool Management staff will help parents determine appropriate childcare alternatives.

#### **XIII. REMOVAL FROM PLAYSCHOOL**

The Green Ridge Recreation Supervisor may remove children from Playschool for one of two reasons: chronic behavior problems (see "BEHAVIOR") and failure to pay (see "PAYMENT").

Parents wishing to remove their child from Playschool must provide a written notice to the Green Ridge Administrative Office, at least 7 days prior to their child's last day in Playschool. Children will remain enrolled in Playschool and parents are responsible for fees until this written notice is received.

#### **XIV. CHILD ABUSE AND NEGLECT**

All staff members are familiar with the procedures for identifying and reporting child abuse and neglect. As mandated reporters, we must report all suspected incidences of child abuse or neglect to Child Protective Services. As a reminder: Do not leave siblings or other children unattended in your car when walking your student to and from class.

#### **XV. PARKING**

Due to safety issues **Park in designated areas only.** Do not park in the handicapped or no parking areas when walking your child into or out of the building. There is plenty of parking in the front parking lot. Do not leave siblings or other children unattended in your car when walking your student to and from class.

# **EMERGENCY PLAN FOR PLAYSCHOOL**

## **Fire/Disaster Evacuation Plan**

1. The Playschool Program Director is responsible for all phases of evacuation for Playschool and in the Director's absence, the Program Supervisor for Green Ridge Recreation Center.
2. The Program Director is also responsible for taking all sign-in/sign-out sheets as well as children's information cards and the first-aid kit.
3. The Playschool Lead Teacher and Assistants are responsible for organizing the children and ensuring all children are accounted for. Bathrooms will be checked as well to ensure that children are all present.
4. Evacuation routes shall be posted in rooms used by Playschool.
5. After being notified of an emergency, whether from another Green Ridge staff or alarm signal, staff will properly evacuate the children to a safe area outside at least 500 feet from the building. Children shall remain together until the area has been deemed safe for re-entry by authorized officials or their parent(s)/guardian(s) have signed them out.
6. Staff will also ensure that children remain calm and that children walk exiting the building.
7. Close all classroom doors upon exit. Once outside, staff will recheck attendance sheet ensuring that all children are accounted for.
8. All staff will be knowledgeable of the evacuation plan and the children will have monthly drill practice so they are familiar with the procedures as well.

## **Tornado Evacuation Plan**

### **Definitions:**

Tornado Watch: Weather patterns and conditions are present that tornados could develop.

Tornado Warning: Tornado(s) has been spotted or indicated by radar.

1. The Playschool Program Director is responsible for all phases of evacuation for Playschool and in the Director's absence, the Program Supervisor for Green Ridge Recreation Center.
2. If a tornado watch has been issued by local news reports, the Playschool Program Director and/or the Green Ridge Program Supervisor will monitor the situation.
3. The local alarm warning system will serve as the alarm.
4. The Program Director is also responsible for taking all sign-in/sign-out sheets as well as children's information cards and the first aid kit.
5. The Playschool Lead Teacher and Assistants are responsible for organizing the children and ensuring all children are accounted for. Bathrooms will be checked as well to ensure that children are all present.
6. Children and staff will go to designated interior wall with children against the wall on their knees, elbows on the floor and hands over the back of the head. Children shall remain in this position until warning has been lifted.

## **Useful Numbers for Staff**

9-9-1-1      Fire, smoke, toxic fumes, bomb threat, suspicious packages  
                 /persons, medical emergencies, and disgruntled persons

9-1-800-222-1222   Poison Control

## **Common signs of Medical Emergencies**

- semi consciousness (able to arouse but extremely lethargic) or unusual confusion
- breathing difficulties including:
  - rapid, noisy breathing (barking, gurgling or crowing sounds, severe wheezing)
  - labored breathing (takes so much effort that child cannot talk, cry, drink, or play)
- severe bleeding (large or multiple wounds that cannot be controlled with direct pressure)
- unequal pupils (black centers in eyes)
- first-time seizure or seizure lasting more than 15 minutes in a child with a known seizure disorder
- injury that causes loss of consciousness
- neck or back injury
- continuous clear drainage from the nose or ears after a blow to the head
- non-injury-related severe headache, stiff neck, or neck pain when the head is moved
- hives (a rash that looks like welts) that appear quickly, especially if hives involve face, lips, tongue, and/or neck
- very sick-looking or sick-acting child who seems to be getting worse quickly
- severe abdominal pain that causes the child to double up and scream
- abdominal pain without vomiting or diarrhea following a recent blow to the abdomen or a hard fall
- possible broken bones, especially if the child shows symptoms of shock or the body part cannot be adequately splinted or otherwise immobilized for transport by parent/guardian

(Common Signs of Medical Emergencies is taken from “Ready to Respond Emergency Preparedness Plan for Early Care and Education Centers, Bright Horizons Family Solution”)

Roanoke County Parks, Recreation and Tourism Department's Playschool Program recommends that in the event of an emergency or disaster, parents do not try to pick up their children until instructed by Emergency Services to do so. Sometimes the safest place might be the Recreation Center itself.

# Daily Schedule for Playschool

7:30am- 8:00am	Early Drop-off. Self Selected Activity (coloring sheets, rotated toys, blocks, dramatic play)
8:00am – 8:20am	Outside Play Time (indoors if outdoor temp. is less than 42 degrees, wet, or inclement weather)
8:20am – 8:40am	Toilet break and washing of hands Snack Time
8:40am – 9:00am	Teacher Directed Activity I(see monthly calendar) (includes activity time & clean-up)
9:00am – 9:15am	Daily check-in
9:00am – 9:15am	Self Selected Activity (coloring sheets, rotated toys, blocks, dramatic play)
9:15am-10:00am	Teacher Directed Activity I(see monthly calendar) (includes activity time & clean-up)
10:00am-10:20am	Toilet break and washing of hands Snack Time
10:20am-10:45am	Outside play (indoors if outdoor temp. is less than 42 degrees, wet, or inclement weather)
10:45am-11:00am	Toilet break and washing of hands
11:00am-11:45am	Teacher Directed Activity II (see monthly calendar) (includes activity time & clean up) <b>Note: On Fridays, children will be at the pool during this time. Please remember, towel, suit, &amp; goggles (optional)</b> <b>Note: On Thursdays, children will have a 20 minute Spanish Lesson during this time from 11:30-11:50.</b>
11:45am-Noon	Storytime &/or Quiet Activity until parents pick up.

## **Examples of Teacher Directed Activities Include:**

- Projects to go along with stories or poems
- Body movement activities
- Science experiments
- Dramatic play activities
- Rhythms and songs
- Comparison and matching activities
- Wellness/Health centered activities
- Language activities
- Math Activities
- Arts and crafts
- And much more!